August 29, 2012

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Germany. I chose to study Germany in my training course because Germany is a major economic and political force in Europe. It makes good sense to understand such an important country. I also chose to study Germany because they are an important ally for the United States. It’s very important to know who your allies are.

Over the course of the next 7 ½ weeks, I expect to learn about German culture, food, business etiquette and some important phrases in German. Having this knowledge will help me more easily adjust to German culture and develop mutually beneficial relationships with German businessmen more quickly. I have no doubt that by the end of this course I will be a major asset to your German branch office.

Lastly, I think I would be a great addition to this team because I am highly motivated and am a team player. My grades in school reflect that I am a self-starter and that I can achieve. I also enjoy working in teams. My favorite experience in school has been playing on the football team. There is something quite special about working together toward a common goal. The brotherly feeling that is created among my teammates is unique and unforgettable. These two traits, motivation and the ability to work on a team, would be indispensible for your work in Germany.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

John Q. Student

123 Happy Ave.

Allison Park, PA 15101